


15 November 1979

Replies/Comments on Restricted Use of Privately-Owned
Vehicles for Official Business (Proposed Policy).

1. Approval to use a privately-owned vehicle in lieu of other transportation should be determined by the Chief of the appropriate Division or Staff.
2. There should be no reimbursement for mileage covering routes already serviced by shuttles.
3. The use of U-Drive-It government official vehicles should be encouraged. (Providing there is one available at the time of need. Need requirements, however, oftentimes do not surface until the last moment, and the use of a government vehicle requires a reservation well ahead of the date of the need).
4. A regulation or Headquarters notice on this subject should be issued as soon as definite policy guidelines are established.

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CIA Energy Committee

13 NOV 1979

MEMORANDUM FOR: Director of Central Intelligence

FROM: Clifford D. May, Jr.
Acting Deputy Director for Administration

SUBJECT: Energy Conservation

REFERENCE: Memo for DCI fm DCI/MAG, dtd 12 Oct 79,
same subj. (ER 79-8556; DDA 79-3340)

1. Reference your note of 22 October, and the DCI/MAG memorandum, please be advised that I have reviewed the suggestions for energy conservation made by the MAG. The recommendations in paragraph 3a, b, and c are already in being. Recommendations d, h, and i are under active consideration, and in some cases, work has progressed towards their implementation. The remaining suggestions will be addressed in the near future.

2. The Director of Logistics (D/L) is the senior official charged with coordinating the conservation of our energy resources. At the time a representative of his staff met with the DCI/MAG, I had thought to utilize the services of the various Agency MAG's to facilitate energy conservation programs within the Agency. Shortly thereafter, national attention and executive interest focused on this vital issue, and it became apparent that a more definitive and active program would be required within the Agency.

3. As a result, the D/L recommended, and I approved, the formation of an Agency Energy Committee whose sole function would be to establish energy conservation objectives and monitor the effectiveness of the actions taken in achieving these goals. The committee is comprised of senior officers from all of the Agency directorates, plus representatives from the Offices of Personnel, Communications, and Data Processing. These three offices are included on

OL 9 4451a

SUBJECT: Energy Conservation

the committee because of the specific impact that conservation measures may have on personnel and on energy-intensive operations. The recommendations made by the MAG which have not been acted upon will be addressed by the committee at the earliest opportunity.

4. To further promote our energy goals, we have established an Agency energy conservation objective which will be tracked at the directorate level. The objective will create energy committees within the various Agency components which would work with the Agency Energy Committee in enhancing our conservation efforts. In addition, these committees would be asked to look at specific areas in their operations and work environments and to develop estimates of capital expenditures which would be required to make needed improvements. I will keep you advised.

5. The Agency's approach to the energy problem has been to undertake those actions which are in compliance with executive directives and existing statutes which would maximize our contribution to the national effort in conserving energy. During this past year, numerous steps have been taken to achieve these results. Some of these actions are as follows:

a. Two employee bulletins were published which dealt with Federal mandatory conservation requirements. Heating, air conditioning, and lighting are monitored by GSA in accordance with Federal standards. These bulletins further call on all employees to support our conservation goals by participating in carpools, and generally practicing good conservation measures. A third bulletin is about to be published which will address the unauthorized use of fans and heaters in Agency buildings.

b. A separate employee bulletin was published on the formation of vanpools. A survey form was attached for employees who might be interested in forming pools. The results are now being compiled.

c. Various pamphlets and energy-saving ideas were made available to the Credit Union for distribution to our employees.

SUBJECT: Energy Conservation

d. In May of this year, we met with the General Services Administration, the Council of Governments, and other Government agencies to consider the possibility of participating in an area-wide computerized carpool-matching service. A decision was made not to participate because of the obvious cover and security problems that could ensue.

e. Action is being taken to make GSA vehicles, rather than POV's, available for official use by our personnel [redacted] Such a plan will tend to minimize any adverse impact of a gasoline shortage such as that experienced this past spring by [redacted] I believe such a plan would also be cost-effective to the Government. The D/L's office is also working in concert with other Government agencies which faced similar problems during the gasoline crisis, to develop a plan for ensuring that supplies are available to us during any future crisis.

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f. A feasibility study was conducted in cooperation with GSA to place an intermediate-sized boiler into the Headquarters power plant. The boiler would be part of our array with the three boilers currently in place, which would enable us to tailor power generated to power actually needed. The project is expected to cost approximately \$225,000, \$165,000 of which has already been provided by the Agency.

6. During the coming fiscal year, the Energy Committee will be asked to look more closely at the kinds of suggestions included in paragraph 4 of the MAG memorandum. It is recognized that such programs could be very expensive, but I agree they have to be considered in the interest of becoming more energy-efficient. I appreciate the MAG's interest, and I would encourage them as well as any of the other MAG's or components within the Agency to make their thoughts and ideas known to their directorate representatives.

/s/

Clifford D. May, Jr.

